

# Five Steps to Safer Working Together



**DD COVID-19  
SECURE  
PASSPORT**



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[ddgroup.com](http://ddgroup.com)

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here. You can find it at [www.dental-directory.co.uk/covid-secure-business](http://www.dental-directory.co.uk/covid-secure-business).
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance to ensure our employees clean or sanitise their hands prior to arriving and leaving your site and where required throughout the working day.
- ✓ We have taken all reasonable steps to **help people work from home**.
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace and work methods have been modified wherever possible, where this is not possible, we have sought to minimise infection risk and where necessary PPE has been provided.
- ✓ DD employees will thoroughly clean and wipe down the areas they have been working in with suitable cleaning products after they have completed their work to minimise the risk of infection.

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This passport confirms that DD Products and Services LTD and its affiliates ( DD Group) have put into place specific requirements to address risk in relation to COVID-19 referred to as DD GROUP COVID-19 SECURE, which are in-line with current HSE, UK Government, NHS and WHO Guidance. All staff have received information, instruction and training in relation to the DD GROUP COVID-19 SECURE requirements and passed an assessment that demonstrates their understanding.

If you should have any concerns regarding the processes or the way in which work has been undertaken, please contact us on 0800 0281697 Option 1 or email [compliance@ddgroup.com](mailto:compliance@ddgroup.com).

We appreciate your understanding that work may take longer than usual in order to meet these requirements and we ask for your co-operation. If our employee determines that for whatever reason it would not be safe for them to undertake the proposed services at your site, they will notify you and we will be in contact to re-arrange.